



St. Paul Public Schools – Classified Service Employees

Request for Course Pre-Approval and Tuition Reimbursement

!Important! This form must be signed by your Supervisor and approved by the Human Resources Department at least 30 days prior to course start date.

Forms submitted late will not be approved for tuition reimbursement.

SEE REVERSE FOR COMPLETE INSTRUCTIONS

Name: _____
last first middle Social Security #

Home Address: _____

Job Title: _____ Dept./School: _____ Work Phone: _____

Course Title: (one per form) _____

School Attending: _____ Course #: _____ Credits: _____

Starting Date: _____ Ending Date: _____ Tuition Cost: _____
(Excluding books & supplies)

State Objective For Taking Course: (Be specific) _____

Attach Course Description (ex: brochure, syllabus, copy of college catalog)

Employee Signature: _____ Date: _____

Reviewed By:

Supervisor/Principal Signature: _____ Date: _____

Approved By:

Human Resource Department Signature: _____ Date: _____

Tuition Reimbursement Section

(To be filled out after course completion)

Date: _____

Tuition Fee \$: _____ Employee Signature: _____

Instructions

Course Pre-Approval

30 days prior to taking an educational course:

1. Complete one form for each course
2. Obtain your supervisor's/principal's signature
3. Send all three copies along with description of course to Human Resources Department
4. If approved, two copies will be returned to you
5. If not approved, an explanation will be sent to you

Tuition Reimbursement

Upon completion of course:

1. Complete the Tuition Reimbursement Section (bottom of the form)
 2. Attach proof of satisfactory completion (grade or certificate – **originals ONLY**)
 3. Attach proof of personal payment (copy of front and back of **cancelled** check **or** copy of credit card statement showing: name of credit card, your name, date of transaction, description and amount of charge)
 4. Retain the **pink** copy for your records
 5. Send the **yellow** copy to Human Resources
 6. Upon approval, tuition reimbursement will be paid within 30 days
-

Tuition Reimbursement Policy Classified Service Employees

Eligibility: Any full-time classified or unclassified employee of the St. Paul School District working 32 hours or more per week for 26 pay periods per year is eligible for reimbursement. Any part-time classified employee of the St. Paul School District working 20-31 hours per week for 26 pay periods per year is also eligible for reimbursement. Determination of employment status is based on the employee's full or part-time status for a majority of the fiscal year. **Excluded are teacher's, teacher's assistants, educational assistants, temporary employees and those listed as "Special Employment's".**

Reimbursement Covers: A refund for the cost of enrollment, tuition laboratory fees, and other obligatory course fees, but excluding the cost of books and supplies, will be paid for pre-approved and successfully completed coursework. Level of reimbursement will be limited to \$500.00 per fiscal year, or as specified in the appropriate labor agreement. Employees who obtain such reimbursement shall be required to pay back the amount of reimbursement if the employee leaves employment with the School District within one year after completion of a reimbursed course. The employee, however, shall not be required to pay back the School District reimbursement if his/her new job is with a governmental unit.

Administration: The Human Resource Department will determine Employee and course eligibility. A "Request for Course Pre-approval and Tuition Reimbursement" form must be submitted for each course for which an employee requests reimbursement. **This form must be submitted for pre-approval before the employee begins the class, and must include all requested information and signatures.** If the employee received reimbursement from another public and/or private source or is subsidized by another public and/or private source due to status as a student, the employee is only eligible for this reimbursement from the School District to the extent that the course costs exceed reimbursement from other sources and all other requirements contained herein are met. Please note that the employee is responsible for initial payment of Tuition and other costs. Reimbursement for eligible and approved expenses will be issued to the employee.